



LOS ALAMOS

Los Alamos County

Job Description and Classification

JOB TITLE: Chief Deputy Assessor
JOB CODE: 1201
CLASSIFICATION: Exempt
DEPARTMENT/DIVISION: County Assessor Office
SUPERVISOR: County Assessor

Position Summary:

Under limited direction of the County Assessor, manages, administers, and oversees all property tax assessment functions and staff of the County Assessor's office to insure compliance of the New Mexico Property Tax Code, appraisal ethics and standards. Applies recognized appraisal and mass appraisal methods and techniques. Maintains confidentiality of privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Essential Duties and Responsibilities:

- Manages and oversees the activities and operations of the Assessor's office.
- Directs and administers the statutory requirements set forth by the New Mexico Property Tax Code, regulations, orders, rulings and instructions of the NM Property Tax Division and New Mexico Constitution and related laws. Develops and maintains the Property Valuation and Maintenance Plan in accordance with the NM Property Tax Code, which contains statistical and analytical information of the operations and performance of the office.
- Oversees and/or coordinates the collection, compilation, and analysis of data in accordance with the statutory requirements of the NM Property Tax Code and related laws; develops, writes, and presents comprehensive statistical and analytical information in the Property Valuation and Maintenance Plan.
- Establishes, implements and communicates goals, objectives, policies and procedures in accordance with contractual requirements.
- Oversees the supervision of personnel, which includes participating in hiring, counseling, training, work allocation, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Prepares Assessor office annual goals and budget recommendations and administers the approved budget and work program.
- Enumerates and classifies all taxable and non-taxable properties in the county to include approving appraisal, statistical, computer, Geographic Information System (GIS), mapping standards and ensuring compliance with all tax policies according to the NM Property Tax Code, local laws and office policies.
- Appraises residential, commercial, industrial, and undeveloped properties in accordance with the NM Property Tax Code, Uniform Standards of Professional Appraisal Practices; performs research in market and property values and applies current techniques of valuation.
- Prepares necessary reports and forms on completed appraisal for inclusion in tax rolls and office files.

- Conducts physical property appraisal for re-checks, protest, building permits and for verification of market economic trends, conditions and quality control.
- Prepares Assessor's evaluations and finalizes all statutory required compliance status reports, events and activities necessary to provide written and oral testimony to the general public, other county departments, County Assessor, County Council, Department of Finance, NM Property Tax Division and the New Mexico Legislation. Monitor, track and provide testimony on legislation that affects the property tax system.
- Ensures that property valuation protest hearings are conducted for the purpose of defending the values set by the Assessor office.
- Maintains and interprets sales data, sales ratios and all statistical reports for purpose of approving sales ratio studies, compliance standards and for the statutory required analytical and statistical applications of a Computer Assisted Mass Appraisal system (CAMA).
- Resolves complex taxpayer issues, to include explaining the methods for protesting valuations, settling and finalizing stipulated property valuation disputes and to explain and interpret any relevant property tax laws, rules and procedures.
- Develops and maintains a close working relationship with local agencies and county departments.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university in Business, Marketing, Economics or related field, or equivalent combination of education and related work experience.
- Six years' experience in the appraisal of all classes of real and personal property, property tax laws and regulations, office management.
- Two years supervisory experience across all years of job related experience.
- Must possess or have ability to obtain within first sixty days of employment and must maintain a valid New Mexico Class D driver's license.
- Must possess and maintain New Mexico Certified Appraiser Designation.

Preferred Qualifications:

- County Assessor experience.
- Four years dealing and interpreting the NM Property Tax Code.
- Statistical regression analysis model experience.
- Experience in mass appraisal methods and techniques.

Knowledge, Skills, and Abilities:

- Knowledge in human resources management policies and procedures.
- Knowledge of statistical compilation and analyses.
- Knowledge of laws, regulations, methods, and techniques in area of specialty.
- Knowledge of the theory, methodology, practices and procedures involved in the appraisal of land, residential, commercial and industrial real property for ad valorem tax purposes.
- Knowledge of the principles underlying the appraisal process.
- Knowledge of CAMA and GIS and mapping systems to include reading and interpreting legal descriptions.
- Knowledge of finance, accounting, budgeting, and cost control procedures.

- Knowledge of the State of New Mexico Uniform Coding System, open database conductivity and other mapping/GIS requirements as required by the Property Tax Code.
- Knowledge of the NM Property Tax Code requirements to the valuation of taxable property, the Uniform Standards of Professional Appraisal Practices and the code of ethics of the International Association of Assessing Officers.
- Knowledge of procedures for transferring ownership of real estate.
- Skill in problem solving, human relations, and time management.
- Skill in customer/client relationships, establishing and maintaining effective working relationships with employees and the general public.
- Skill in organizing and presenting information clearly and concisely, both orally and in writing.
- Skill in organizing and coordinating.
- Skill in record maintenance.
- Skill in operating various word-processing, spreadsheets, GIS, and database software programs in a Windows environment.
- Skill in reading and interpreting construction diagrams, building plans and blue prints.
- Employee development and performance management skills.
- Ability to read and interpret mapping and survey data, site plans, floor plans, zoning codes, legal descriptions and related information.
- Ability to gather data, compile information, and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare administrative paperwork.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to use good judgment, analyze and solve problems.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit and stand; use sense of smell; have manual and finger dexterity; stoop, and talk or hear. The employee is frequently required to walk or climb stairs. The employee is occasionally required to crawl, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office setting with a moderate noise level and in outside environments with moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves some exposure to hazards or physical risks, and requires following basic safety precautions. Travel, attendance at various meetings, conferences, workshops, and work outside normal business hours may be required.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;

- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Elected Official: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: 03/20/2015

Revised: MM/DD/YYYY



LOS ALAMOS

Los Alamos County

Job Description and Classification

JOB TITLE: Chief Appraiser
JOB CODE: 1202
CLASSIFICATION: Exempt
DEPARTMENT/DIVISION: County Assessor Office
SUPERVISOR: Chief Deputy Assessor

Position Summary:

Under general direction of the Chief Deputy Assessor, oversees and is responsible for real and personal property appraisals and statistical modeling for the Assessor's office in accordance with the NM Property Tax Code, appraisal ethics and standards. Performs systems analysis of the assessor's computer hardware and software and coordinates system interface with other county departments and agencies. Applies recognized appraisal and mass appraisal methods and techniques. Maintains confidentiality of privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Essential Duties and Responsibilities:

- Manages and oversees the activities and operations of the residential, commercial, industrial and special use properties appraisal functions.
- Oversees and/or coordinates the collection, compilation, and analysis of data in accordance with the statutory requirements of the NM Property Tax Code and related laws; develops, writes, and presents comprehensive statistical and analytical information in the Property Valuation and Maintenance Plan.
- Establishes, implements and communicates goals, objectives, policies and procedures in accordance with contractual requirements.
- Oversees the supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Participates in the hiring, counseling, training and performance management; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Identifies and classifies property by assigning account numbers and the State of New Mexico required Uniform Parcel Property Codes.
- Maintains records of values determined by appraisals completed in accordance with the NM Property Tax Code and the Uniform Standards of Appraisal Practice (USPAP).
- Gathers and analyzes sales, income/expense and cost data concerning land, residential, commercial and industrial properties.
- Investigates economic factors associated with the property type being analyzed.
- Interacts with governmental agencies for the purpose of obtaining, expanding or clarifying information required for valuation or analysis of properties for ad valorem tax purposes.

- Responsible for conducting and overseeing the valuations of taxable properties by utilizing valuation models and individual appraisals that incorporate the three approaches to value, [cost, income, sales comparison (market) approach] by obtaining information from appraisal manuals, schedules, interviews with property owners, contractors, real estate agents, sales, and interpreting the local real estate market conditions and trends.
- Writes narrative reports when needed concerning land, residential, commercial and industrial properties under assessment appeal, testifies and/or presents appraisal reports before the Valuation Protest Board, court proceedings or court appeals hearings.
- Provides for the assertion of causality in appraisal reports and the annual required calibration of the various valuation models.
- Creates and analyzes sales ratio studies for use in providing meaningful information to appraisers; prepares sales ratio reports for the Chief Deputy Assessor and the State of New Mexico to measure and illustrate the accuracy, fairness and level of assessments in the county.
- Provides and maintains systems analysis of the assessor's computer hardware and software and coordinates system interface with other county departments and agencies. Provides technical support, consultation, instruction and problem resolution to office staff, county departments, the public and other agencies, as it pertains to all phases of the County Assessor's, Assessor's Administrative Information Management System and Computer Assisted Mass Appraisal (CAMA) systems.
- Works with the IM division personnel specializing in Geographic Information System (GIS) for successful implementation, coding and transfer of mapping and parcel information; maintains parcel maps to assure there is a valid foundation for links to the GIS system.
- Assists the public with questions or concerns regarding property valuation; explains the valuation process; receives and investigates complaints about property assessments; does reappraisal, and submits recommendations for consideration at hearings.
- Keeps up-to-date with legislative changes and judicial decisions that impact property valuations; attends required tax training sessions and meetings.
- Develops and maintains a close working relationship with local agencies and county departments.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Ensures the Notice of Value is prepared in accordance within the guidelines of the Property Tax Code.
- Performs other duties as required.

Minimum Qualifications:

- Associates Degree from an accredited college or university in Business, Marketing, Economics or related field or equivalent combination of education and related work experience.
- Six years of appraisal experience which must include three years in commercial/industrial experience, and demonstrated experience working with a CAMA system.
- One year supervisory experience across all years of job related experience.
- Must possess or have ability to obtain within first sixty days of employment and must maintain a valid New Mexico Class D driver's license.
- Must possess and maintain New Mexico Certified Appraiser Designation.

Preferred Qualifications:

- Bachelor's Degree from an accredited college or university in Business, Marketing, Economics or related field.
- Experience in mass appraisal methods and techniques.

- Statistical experience in valuation model development.
- **Knowledge, Skills, and Abilities:**
- Knowledge in human resources management policies and procedures.
- Knowledge of statistical compilation and analyses.
- Knowledge of laws, regulations, methods, and techniques in area of specialty.
- Knowledge of the theory, methodology, practices and procedures involved in the appraisal of land, residential, commercial and industrial real property for ad valorem tax purposes.
- Knowledge of the principles underlying the appraisal process.
- Knowledge of CAMA and GIS and mapping systems to include reading and interpreting legal descriptions.
- Knowledge of the State of New Mexico Uniform Coding System, open database conductivity and other mapping/GIS requirements as required by the NM Property Tax Code.
- Knowledge of the NM Property Tax Code requirements to the valuation of taxable property and the USPAP and the code of ethics of the International Association of Assessing Officers.
- Knowledge of procedures for transferring ownership of real estate.
- Skill in problem solving, human relations, and time management.
- Skill in organizing and presenting information clearly and concisely, both orally and in writing.
- Skill in organizing and coordinating.
- Skill in record maintenance.
- Skill in operating various word-processing, spreadsheets, GIS, and database software programs in a Windows environment.
- Skill in reading and interpreting construction diagrams, building plans and blue prints.
- Ability to read and interpret mapping and survey data, site plans, floor plans, zoning codes, legal descriptions and related information.
- Ability to gather data, compile information, and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to use good judgment, analyze and solve problems.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit and stand; use sense of smell; have manual and finger dexterity; stoop, and talk or hear. The employee is frequently required to walk or climb stairs. The employee is occasionally required to crawl, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office setting with a moderate noise level and in outside environments with moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves some exposure to hazards or physical risks, and requires following basic safety precautions. Travel, attendance at various meetings, conferences, workshops, and work outside normal business hours may be required.

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- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Elected Official: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: 03/20/2015

Revised: MM/DD/YYYY



LOS ALAMOS

Los Alamos County

Job Description and Classification

JOB TITLE:	Assessment Specialist, Senior Assessment Specialist
JOB CODE:	1205, 1204
CLASSIFICATION:	Non-Exempt
DEPARTMENT/DIVISION:	County Assessor Office
SUPERVISOR:	Chief Deputy Assessor

Position Summary:

Under general supervision of the Chief Deputy Assessor, prepares personal property accounts of businesses, hangers, stables, and livestock. Performs clerical and technical activities related to recording and verifying assessment data. Prepares purchase requisitions, makes staff travel arrangements, and allocates cost to appropriate budget line. Assists in the maintenance of the Assessor's Web Site. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Essential Duties and Responsibilities:

- Assists in the creation of parcel identification coding, survey changes, subdivisions and property ownership transfers.
- Appraises all livestock, personal property, and manufactured homes in the county according to the NM Property Tax Code and the Uniform Standard of Professional Appraisal Practices (USPAP).
- Conducts desk and field audits according to state laws and International Association of Assessing Officers standards of livestock, personal property, and manufactured homes to insure accurate reporting, classification and compliance with the Property Tax Code.
- Updates and verifies all personal property and livestock schedules and manufactured homes listings.
- Develops guidelines and forms for businesses to use in their reporting requirements.
- Enters all deeds, death certificates, real estate contracts, trusts and personal representative's deeds unto the county Assessor's Administrative Information Management System (AIMS) database.
- Provides customer service to include public record requests and all related real and personal property assessment support.
- Coordinates recordation of legal documents activities with the Clerk's Office; audits documents for completeness and follows up with title companies to gather correct information, if necessary; files corrections for any documents that are incomplete or incorrect.
- Maintains, develops and prepares recorded new subdivisions, and surveys with the State of New Mexico required Uniform Parcel Identification Number.
- Coordinates and provides all Assessor's Administrative Information Management System real property attributes to the Community Development Department, Utilities, Emergency Services and other users of parcel information.
- Coordinates with the IT personnel specializing in Geographic Information System (GIS) on all parcel information to update the county's GIS database.

- Prepares various preliminary, current and post annual, monthly and daily reports, such as abstracts, warrants, mill rates, and other listings for submission to the State of New Mexico, local departments, Chief Deputy Assessor and other users.
- Provides administrative/secretarial support for the Assessor Office, such as answering telephones, assisting visitors, and resolving and/or referring a range of administrative problems and inquiries.
- Calculates the estimated property taxes due on manufactured homes, stables and hangers before issuing a property tax release.
- Prepares requisitions and direct purchase orders; prepares invoices for payment, assuring proper budget codes; maintains logs of expenses, work orders and projects; prepares timesheets; prepares travel advances and reservations for staff; maintains office supplies.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Prepares and responds to estimated tax requests in a timely manner.
- Performs other duties as required.

Additional Essential Duties and Responsibilities for Senior Assessment Specialist:

- Ensure data for ownership transfer, parcel creation, classification, and parcel information is accurate.
- Functions as senior technician and coordinates the development and maintenance of the Assessor's AIMS.
- Ensures the notice of values and tax schedules are prepared in accordance within the guidelines of the property tax code.
- Maintains and continuously updates subdivision, surveys, parcel identification coding and property ownership transfers.
- Shared responsibility for the preparation of tax rolls, notices of values and other State of New Mexico required reports.
- Plans, directs, and supervises administrative office staff in the reporting and enumerating of livestock, personal property, manufactured homes, and recording of all property transfers and data maintenance.
- Serves as custodian of public records for Assessor's Office.

Minimum Qualifications:

- High School Diploma or GED.
- Two years in real estate, marketing, economic concepts, appraisals, property assessments, construction or local government.
- Must possess or have ability to obtain within first sixty days of employment and must maintain a valid New Mexico Class D driver's license.
- Must have and maintain New Mexico Property Tax Division's Appraiser I Certificate.
- Must have or obtain New Mexico Property Tax Division's Appraiser II Certificate within one year of employment and maintain thereafter.

Additional Minimum Qualifications for Senior Assessment Specialist:

- Additional two years' experience in real estate, marketing, economic concepts, appraisals, property assessments, construction or local government.
- One year of lead or supervisory experience across all years of job related experience.
- New Mexico Property Tax Division's Appraiser II Certificate.

- Must have or obtain New Mexico Property Tax Division's Appraiser III Certificate within one year of employment.

Preferred Qualifications:

- New Mexico Appraiser II Certification.
- Experience with the New Mexico Uniform Parcel Code System.
- Computing taxes and budgets experience.
- Experience in reading blueprints, other building plans and in Computer Assisted Mass Appraisal systems (CAMA) and the apex sketch software.

Preferred Qualifications Senior Assessment Specialist:

- Experience with data management, CAMA systems and Apex sketch software.
- Experience with real estate law in regard to ownership recording.
- Supervisory experience.

Knowledge, Skills, and Abilities:

- Knowledge of modern office practices and procedures, standard office and accounting equipment.
- Knowledge of records management and basic accounting procedures.
- Knowledge of customer service practices and techniques.
- Knowledge of the three approaches (market, cost and income) to property valuation.
- Knowledge of USPAP and the code of ethics of the International Association of Assessing Officers.
- Knowledge of procedures for transferring ownership of real estate.
- Skill in preparing purchase orders and in maintaining an inventory of supplies and equipment.
- Skill in operating various GIS, word-processing, spreadsheets, and database software programs in a Windows environment.
- Record management skills.
- Ability to read and interpret warranty deeds, real estate contracts, property boundary surveys, maps, legal descriptions, building plans, building designs, and building characteristics.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions provided in verbal or written format.
- Ability to prepare routine accounting and administrative paperwork.
- Ability to use good judgment, analyze and solve problems.
- Ability to gather data, compile information, and prepare reports.

Additional Knowledge, Skills, and Abilities for Senior Assessment Specialist:

- Knowledge of reading and interpreting legal description, maps, to include the interpreting and administering of all state laws and regulations pertaining to the legal purpose and use of all documents, surveys and subdivision that pertain to real property ownership and the Property Tax Code.
- Skill in developing and maintaining a records management system.
- Ability to lead and train assigned staff.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use sense of smell; have manual and finger dexterity; stoop, and talk or hear. The employee is frequently required to walk and stand. The employee is occasionally required to crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office setting with a moderate noise level and in outside environments with moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves some exposure to hazards or physical risks, and requires following basic safety precautions. Travel, evening, holiday, and weekend work may be required.

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- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Elected Official: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: 03/20/2015

Revised: 10/18/12

Los Alamos County

Job Description and Classification



LOS ALAMOS

JOB TITLE: Appraiser
JOB CODE: 1210
CLASSIFICATION: Non-Exempt
DEPARTMENT/DIVISION: County Assessor Office
SUPERVISOR: Chief Deputy Assessor

Position Summary:

Under general supervision of the Chief Deputy Assessor, appraise real property for the purpose of property taxes by using valuation models on Computer Assisted Mass Appraisal (CAMA) format in accordance with the NM property Tax Code. Applies recognized appraisal and mass appraisal methods and techniques. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Essential Duties and Responsibilities:

- Gathers and analyzes sales, income/expense and cost data concerning land, residential, commercial and industrial properties.
- Interacts with governmental agencies for the purpose of obtaining, expanding or clarifying information required for valuation or analysis of properties for ad valorem tax purposes.
- Responsible for conducting valuations of taxable properties by utilizing valuation models and individual appraisals that incorporate the three approaches to value, [cost, income, sales comparison (market) approach] by obtaining information from appraisal manuals, schedules, interviews with property owners, contractors, real estate agents, sales, and interpreting the local real estate market conditions and trends and analyze economic factors for various property types.
- Writes narrative reports concerning land, residential, commercial and industrial properties under assessment appeal, testifies and/or presents appraisal reports before the Valuation Protest Board.
- Verifies and analyzes the sales of land, residential, commercial and industrial properties for market value.
- Values land, residential, commercial and industrial properties upon change of ownership.
- Establishes taxable value for new construction and/or alterations for land, residential, commercial and industrial properties.
- Determines the value of newly created industrial and commercial parcels using the appropriate appraisal technique.
- Determines market values for land, residential, commercial and industrial tax delinquent properties.
- Performs on-site inspection of land, residential, commercial and industrial property being valued and reviews other comparable properties and data as necessary for the purpose of valuation.
- Assist in the transfer of the values for the generation of the property tax rolls according to established procedures.
- Documents valuation findings on the appraisal records.
- Explains to property owners or their agents the rationale for assessment.
- Updates and maintains Assessor's Web Site.

- Provides support and participates in property valuation protest hearings. Schedule and provide written and oral defense of the Assessor's valuations.
- Assists in the researching and analyzing market trends and factors for the purpose of designing and updating valuation models to include the use of sales ratio studies.
- Assist in the development and merger of the CAMA and Geographic Information Systems (GIS) systems.
- Assist with the development and provides maintenance and updates of the County Assessor maps in a digital format and GIS requirements under the NM Property Tax Code, including development and maintenance of the County Assessor web page and internet requirements.
- Reviews property records to determine physical characteristics, area development and accessibility; reviews building plans; and any other related data on file, including sketches and documentation related to the type of construction, age, depreciation, remodeling and deletions essential in determining taxable value. Coordinates with appropriate staff before creating and altering valuation models.
- Plans and conducts field reviews to inspect and verify the structure measurements and effective age; calculates angles and dimensions for areas of the structure that cannot be physically measured; identifies and documents structural features that impact assessment value; evaluates the condition and physical characteristics of the structures; and obtains a digital photograph of the parcel to add to the permanent property records stored in the CAMA system.
- Develops, plans and maintains the State of New Mexico statutory five-year physical inspection process of all properties in Los Alamos County.
- Assists the design and development of appraisal valuation, models.
- Assists in the development and merger of the CAMA and GIS systems to provide visual segment layers of property values and attributes for appraisal purposes. Continuously reviews and updates property characteristics, attributes and any other factors that affect value into the Assessor's CAMA database.
- Uses computers and computer equipment, software and programs used by the Assessor's Office, for the purpose of entering, storing, retrieving, updating and working with data relevant to the appraisal and assessment of land, residential, commercial and industrial property for ad valorem tax purposes.
- Develops and maintains parcel information via the internet, intranet and web sites for use by other local, state and the general public as required under the NM Property Tax Code. Prints appraisal maps by township and range for office and appraisal computer assisted usage.
- Oversees and provides personal computer functions, such as scheduled and special reports, correspondence, and database management.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- High School Diploma or GED.
- Four years of appraisal experience, three of which must include experience in commercial and industrial appraisal.
- Must possess or have ability to obtain within first sixty days of employment and must maintain a valid New Mexico Class D driver's license.
- Must have and maintain New Mexico Property Tax Division's Appraiser III certificate.

- Must have or obtain New Mexico Certified Appraiser Designation within one year of employment and maintain thereafter.

Preferred Qualifications:

- Experience with ArcGis, ArcView, ArcInfo or related mapping software.
- Experience with developing and maintaining parcel information via a web page.
- Statistical math background.
- Knowledge of mass appraisal methods and techniques.

Knowledge, Skills, and Abilities:

- Knowledge of business English, proper spelling, grammar, and punctuation.
- Knowledge of laws, regulations, methods, and techniques in area of specialty.
- Knowledge of the theory, methodology, practices and procedures involved in the appraisal of land, residential, commercial and industrial real property for ad valorem tax purposes.
- Knowledge of the principles underlying the appraisal process.
- Knowledge of property values and the effect of economic trends on value and the cost of new construction.
- Knowledge of procedures for transferring ownership of real estate.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Knowledge of the State of New Mexico uniform coding system, open database conductivity and other mapping/GIS requirements as required by the NM Property Tax Code.
- Must be knowledgeable on the NM Property Tax Code requirements to the valuation of taxable property and the Uniform Standards of Professional Appraisal Practices and the code of ethics of the International Association of Assessing Officers.
- Skill in organizing and coordinating.
- Skill in records maintenance.
- Skill in operating various word-processing, spreadsheets, GIS, and database software programs in a Windows environment.
- Ability to read and interpret mapping and survey data, site plans, floor plans, zoning codes, legal descriptions and related information.
- Ability to gather data, compile information, and prepare reports; as well as other administrative paperwork.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to use good judgment, analyze and solve problems.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit and stand; use sense of smell; have manual and finger dexterity; stoop, and talk or hear. The employee is frequently required to walk or climb stairs. The employee is occasionally required to crawl, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office setting with a moderate noise level and in outside environments with moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves some exposure to hazards or physical risks, and requires following basic safety precautions. Travel, evening, holiday, and weekend work may be required.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Elected Official: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: 03/20/2015

Revised: 10/18/12



LOS ALAMOS

Los Alamos County

Job Description and Classification

JOB TITLE:	Apprentice Appraiser
JOB CODE:	1206
CLASSIFICATION:	Non-Exempt
DEPARTMENT/DIVISION:	County Assessor Office
SUPERVISOR:	Chief Deputy Assessor

Position Summary:

Under general supervision of the Chief Deputy Assessor, researches property records, conducts on-site inspections, verifies measurements and property characteristics and updates the Assessor's database to assist the appraisal staff in establishing real property and personal property values for property tax purposes. Assists Assessment Specialist with providing administrative support for the office. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Essential Duties and Responsibilities:

- Conducts real and personal property surveys, gathers statistical data, property attributes and characteristics for valuation modeling and sales ratio studies.
- Reviews property records to determine physical characteristics, area development and accessibility.
- Researches other related data in property files including sketches and documentation related to the type of construction, age, depreciation, remodeling and deletions.
- Assists the appraisers in the valuation of residential, personal and vacant land.
- Plans and conducts field visits to inspect the property and structures; takes and verifies structure measurements and age; calculates angles and dimensions for areas of the structure that cannot be physically measured; identifies and documents structural features that impacts assessment value; evaluates the condition and physical characteristics of the structures. Electronically sketches parcels to scale; enters sketch and verified data into the Assessors database; processes digital photograph and enters it into the database.
- Assists in maintaining parcel maps; responds to inquiries from the public.
- Issue tax releases on stables, hangars and manufactured homes.
- Assist in data entry for ownership transfers, mailing and property address changes, tax exemptions, splits and merges.
- Performs other administrative and appraisal support duties for the Assessor's Office.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Assists Assessment Specialist with data entry, time sheets, travel, and purchase orders.
- Prepares and responds to estimated tax requests in a timely manner.
- Performs other duties as required.

Minimum Qualifications:

- High School Diploma or GED.
- Two years' experience with data collection work in real estate, construction or a related field.
- Must possess or have ability to obtain within first sixty days of employment and must maintain a valid New Mexico Class D driver's license.
- Must have or obtain New Mexico Appraiser I Certification within one year of employment and maintain thereafter.

Preferred Qualifications:

- New Mexico Certified Appraiser I.

Knowledge, Skills, and Abilities:

- Knowledge of business English, proper spelling, grammar, and punctuation.
- Knowledge of laws, regulations, methods, and techniques in area of specialty.
- Knowledge of the theory, methodology, practices and procedures involved in the appraisal of land, residential, commercial and industrial real property for ad valorem tax purposes.
- Knowledge of the principles underlying the appraisal process.
- Knowledge of Uniform Standards of Professional Appraisal Practices and the code of ethics of the International Association of Assessing Officers.
- Knowledge of procedures for transferring ownership of real estate.
- Skill in organizing and coordinating.
- Skill in records maintenance.
- Skill in operating various word-processing, spreadsheets, Geographic Information Systems (GIS), and database software programs in a Windows environment.
- Skill in reading blueprints, maps, architectural drawings, plats and in drawing building sketches and knowledge of engineer drawing techniques.
- Ability to gather data, compile information, and prepare reports, as well as other administrative paperwork.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to use good judgment, analyze and solve problems.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit and stand; use sense of smell; have manual and finger dexterity; stoop, and talk or hear. The employee is frequently required to walk or climb stairs. The employee is occasionally required to crawl, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office setting with a moderate noise level and in outside environments with moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves some exposure to hazards or physical risks, and requires following basic safety precautions. Travel, evening, holiday, and weekend work may be required.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Elected Official: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: 03/20/2015

Revised: 10/18/12